



HQ Air Force Personnel Center



CATEGORY RATING

“An Alternative to Traditional
Rating, Ranking, and Selection
Process”

AFPC Delegated Examining Office

OVERVIEW

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- ✓ Category Rating
 - Assessment
 - Ranking
 - Selection
- ✓ Traditional Rating
- ✓ Traditional vs. Category Rating
 - Referral
 - Selection
 - Examples
- ✓ Things to Consider
- ✓ DEO Process
 - Name Request
 - Selective Placement Factor
 - Tentative Selection





- ✓ Groupings of individuals with similar levels of job-related knowledge, skills, and abilities (KSAs)
- ✓ Designed to differentiate between the quality of candidates relative to the job.
- ✓ Defined in terms of increasing levels of difficulty or complexity. Consider:
 - Level of the job;
 - Breadth and scope of KSAs or competencies;
 - Increased level of difficulty or complexity; and
 - Requirements for successful job performance



★ Category 1, Qualified (Q) - Candidates in this category possess the minimal requirements either through experience or education to meet the required KSAs of the position.

★★★ Category 2, Highly Qualified (HQ) - Candidates in this category possess good experience that meets the required KSAs of the position.

Category 3, Best Qualified (BQ) - Candidates in this



- ✓ CPS – compensable disability of 30% or more
- ✓ CP - compensable disability of 10% < 30%
- ✓ XP - disability less than 10% or other preference
- ✓ TP - 5-point preference
- ✓ NV - no veteran's preference

Category Rating - **AFPC** Assessment



Job Analysis - Means by which Major Job Requirements (MJRs) and Knowledge, Skills, and Abilities (KSAs) of the position are identified. The MJRs and KSAs identified in the Job Analysis are published in the vacancy announcement.

Crediting Plan - Actual criteria that defines the 3 quality levels in terms of the criticality of each KSA to the quality level. It also identifies the Resumix grammar at each quality level. The crediting plan is forwarded to the manager for review, comments, and/or approval.

Rating Resumes - KSAs are assessed against the candidate's training, education, and experience as stated in the resume. Candidates must also meet *OPM Qualification Standards* regarding length and quality of experience, education, license, etc., as well as any agency requirements.

AFPC Category Rating - Ranking



Qualified candidates are assigned to the appropriate quality category according to veterans' preference within each category

- ✓ Additional points for veterans' preference are not applied
- ✓ Veterans' preference is applied by placing preference eligibles at the top of their quality category
- ✓ Compensably disabled preference eligibles are placed at the top of the *highest quality* category (except for professional and scientific positions, GS-9 and above)

Category Rating – **AFPC** Selection



Selection is from the highest category (quality group), or from a merged category if the highest group has less than three candidates.



Before considering non-vets within a category, you must select all vet preference eligibles.

Note: Vet preference eligibles may be eliminated from further consideration if:

- Candidate declines or fails to reply (submit documentation)
- Selecting official objects based on qualifications or suitability
(submit SF62 with justification)
- Candidate receives 3 valid considerations



- ✓ Categories (e.g. Best Qualified and Well Qualified) may be “merged” when there are less than 3 candidates remaining in the highest category referred
- ✓ Merging is optional
- ✓ Preference eligibles are placed at the top of the newly merged category
- ✓ Selection is from the highest quality group referred, or from a merged category



Category Rating - Summary

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- ✓ Candidates rated in one of 3 quality categories
- ✓ NO additional points assigned for veterans' preference
- ✓ 10-pt compensable vets “float” to top of the list (except for professional positions GS-9 and above)
- ✓ Preference eligibles listed ahead of non-preference eligibles within each category
- ✓ Select from any candidate in top category or merged categories
- ✓ Cannot bypass veteran to select a non-preference eligible



AFPC DEO Traditional Rating

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- ✓ A-C-E Quality Level rating results in assigned scores of 70, 80, or 90
- ✓ Additional points of 5 or 10 are added to score for veterans' preference
- ✓ 10-pt compensable vets “float” to the top of the list
- ✓ Exception for professional positions GS-9 and above (10-pt compensable veterans are inter-ranked)
- ✓ Only 3 candidates are referred for a single vacancy
- ✓ 1 additional candidate is referred for each additional vacancy
- ✓ Selection must be made from top 3 available candidates (Rule of 3)
- ✓ Cannot bypass veteran to select a non-vet preference candidate

What's the Difference?

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TRADITIONAL PROCESS

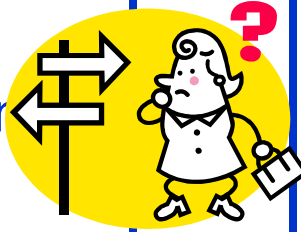
- ✓ Candidates assigned numerical score based on quality of experience

- ✓ Extra points assigned for veteran's preference

- ✓ Announcements include KSAs

- ✓ Candidates are referred in score order

- ✓ Selection per "rule of 3" and



CATEGORY RATING

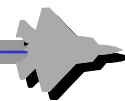
- ✓ Candidates assigned to categories based on quality of experience

- ✓ **No** extra points assigned for veteran's preference

- ✓ Announcements include category descriptions

- ✓ Candidates are referred in category order

- ✓ Selection by veterans' preference (no rule of 3)



Traditional

- CP/CPS float to the top
- Selection by Rule of 3 (top 3)
- Cannot pass over a vet

✓ 80 CPS
 ✓ 95 TP ← Non-vet **NOT** within reach
 X 90 NV

or

✓ 90 NV ← Non-vet **WITHIN** reach
 ✓ 85 TP
 X 80 NV

Example1

Best Qualified Category (3)

- CP/CPS still float to the top
- Cannot pass over a vet

✓	3	CPS		Can select any vet in Cat 3 including TPs (5- point vets)
✓	3	CP		
✓	2	CPS		
✓	1	CP		
✓	3	XP		
✓	3	TP		
✓	3	TP		Non-vets are NOT within reach until all vets are selected
X	3	NV		
X	3	NV		
X	3	NV		

Merged Categories - 1

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Vacancy



Merged List – less than 3 candidates in top category permit “merging” with next category (cannot pass over a veteran)

Example 2 - Merged List

1 vacancy is being filled. There are only 2 candidates in the Best Qualified category (Cat 3). In this case, the list may be merged with the Highly Qualified category (Cat 2) and selection made from any of the preference eligibles. The non-preference eligibles (NVs) are not within reach for selection.

Category	
3	CPS
1	CP

Category	
3	CPS
1	CP
2	XP
2	TP
2	TP
2	NV
2	NV
2	NV

Select any vet in merged categories

Not within reach

Category Rating-Multiple Vacancies

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In multiple vacancies, categories are not merged, but candidates from the next category may be referred. All candidates from the top category must be selected/exhausted (objected to, etc) before selections from the next category are made.

Example 3 - Two vacancies are being filled and there are 2 candidates in the Best Qualified category (Cat 3). Candidates from the Highly Qualified category (Cat 2) may be referred, but considered only after Cat 3 candidates are exhausted.

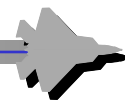
Original List

3	NV	Must be selected
3	NV	
2	XP	Consider after top group is exhausted
2	TP	
2	TP	
2	NV	
2	NV	

After 1st Selection

3	NV-Selected	
3	NV-Declined	
2	XP	Since top group is exhausted, next group can be considered for 2 nd vacancy (in vet order)
2	TP	
2	TP	
2	NV	
2	NV	

Selection Example



Selection is from available candidates in the top category by veteran's preference. In Category Rating, there is "absolute" vet preference - all vets within a category must be selected before non-vet preference eligibles.

Example 4 - 2 vacancies to fill; 4 candidates decline, 1 fails to reply

Initial Referral

3	CPS	Jones	declined
3	CP	Flower	declined
1	CP	Rose	failed to reply
3	XP	Maple	
3	TP	Oak	declined
3	NV	Poplar	
3	NV	Tulip	
3	NV	Orchid	
3	NV	Cherry	declined

Resulting Available Candidates

3 XP Maple

Vet within reach
and must be
selected

3 NV Poplar
3 NV Tulip
3 NV Orchid

Within reach
for 2nd
selection

Merged Category Selection

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Example



After rating applicants, there are only 2 candidates in the Best Qualified group (Jones and Tulip). We opt to merge and vets in the Highly Qualified group (Cat 2) float to the top.

Example 5: 1 vacancy. Initial rating results in 2 candidates in the Best Qualified group (Cat 3) and 6 candidates in the Highly Qualified group (Cat 2)

Initial Results

3	CPS	Jones
3	NV	Tulip
2	XP	Maple
2	TP	Rose
2	TP	Oak
2	TP	Poplar
2	NV	Orchid
2	NV	Cherry

Referral after Categories are Merged

3	CPS	Jones
2	XP	Maple
2	TP	Rose
2	TP	Oak
2	TP	Poplar
3	NV	Tulip
2	NV	Orchid
2	NV	Cherry

Merged Category Selection (con't)

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After validating candidates' interest for consideration, results are: 4 declinations, 1 failed to reply; and 1 objection sustained.

Remember, "absolute" vet preference applies, that is, all vet preference eligibles within a group must be selected before considering non-vet preference eligibles

Example 5 (cont'd):

Merged

Referral

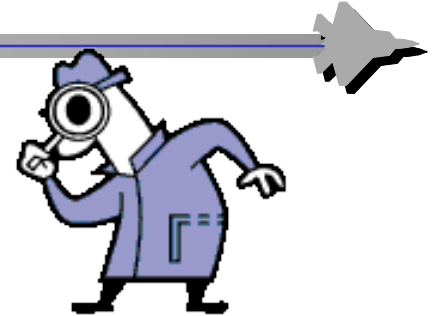
Best Qualified Category

3	CPS	Jones	declined grade
2	XP	Maple	failed to reply
2	TP	Rose	
2	TP	Oak	declined pay
2	TP	Poplar	objection sustained
3	NV	Tulip	
2	NV	Orchid	declined location

Resulting Available Candidates

1	CP	Rose	Vet eligible must be selected
3	NV	Tulip	Not within reach

Things to Consider



- ✓ Decide if category rating is beneficial.
- ✓ Once position is announced under Category rating, it cannot be re-announced under Traditional, and vice versa.
- ✓ Carefully review the crediting plan to insure quality categories define the needs of the position.
- ✓ Communicate with the Delegated Examining Office (DEO) staff members. We are here to assist you in filling your position with the best qualified candidate.

AFPC DEO Process

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Name Request

- ✓ Include name request on DEO Form 1, Request for Referral of Eligibles/PRO Checklist
- ✓ Category Rating - Name request will “float” to the top of his/her Category within the preference or non-preference group
- ✓ Traditional Rating - Name request will “float” above other eligibles with the same score, within the preference or non-preference group

AFPC DEO Process

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Selective Placement Factor

- ✓ Include justification on DEO-1 request
- ✓ Supported by Coredoc/Position Description
- ✓ Essential for satisfactory performance
- ✓ Documented on Job Analysis/Crediting Plan
- ✓ Cannot be learned in a “reasonable” period of time
- ✓ Requires extensive training/experience



AFPC DEO Process

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Tentative Selection

- ✓ DEO staffer contacts selectee
- ✓ Requests supporting documents (e.g. DD214, transcripts, license, certificates, etc.)
- ✓ Validates information submitted
- ✓ Base Civilian Personnel Flight (CPF) and AFPC specialist coordinate EOD date

Questions???

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